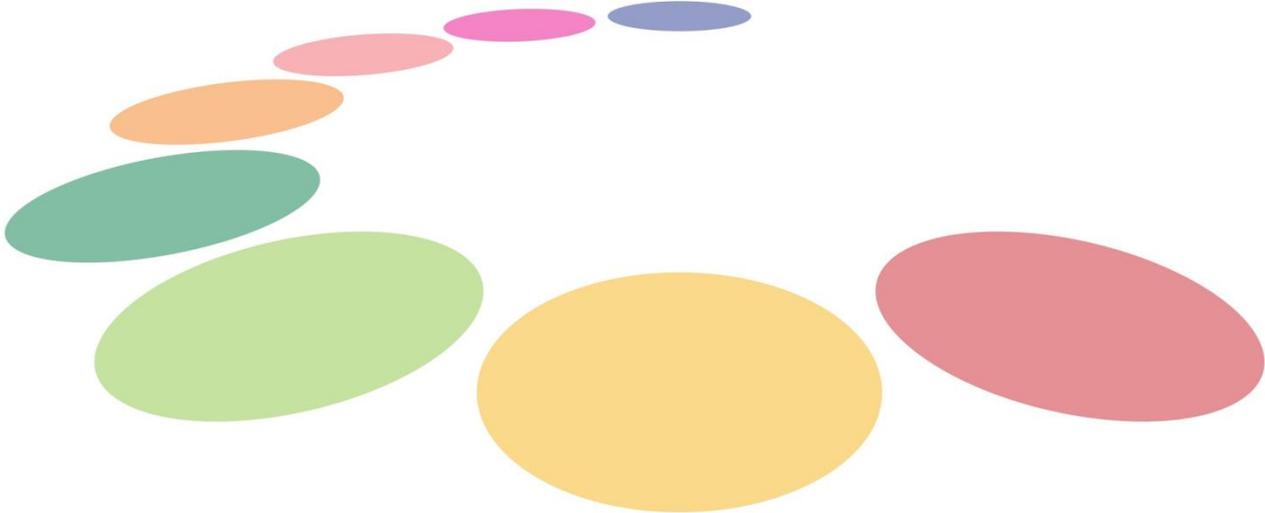


Claremont Primary School

Charging and Remissions

(DRAFT)



Agreed Date	Nov 20
Review Date	Nov 21

Website

Statement of Intent

Claremont Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

OVERVIEW

The education we provide wholly or mainly during school hours will be free but on some occasions a 'voluntary' contribution towards the cost of an activity may be requested by the school and parents are free to decide whether or not to contribute. This policy sets out the principles upon which the school will operate charges and remissions

Objectives

1. To make clear what will be provided without charge and what will be offered with a charge being made.
2. To clarify what is meant by any request for voluntary contributions.

Charging and Remissions for Education

1. No charge will be made for admitting pupils to school
2. Transport for swimming lessons during school hours will be met by the school.
3. The school may request voluntary contributions towards the cost of some activities planned during school hours.
4. Where parents are asked for a voluntary contribution towards the cost of: an activity which takes place during school hours; school equipment or school funds generally, the contribution will be genuinely voluntary, and pupils of parents who are unable or unwilling to contribute will not be discriminated against.
5. We will strive to ensure that parents do not feel pressured into making voluntary contributions
6. Where there are insufficient voluntary contributions to make an activity possible, and there is no way to make up the shortfall, then the activity may be cancelled.

Educational Day Visits and Residential Visits

1. On residential trips the school will charge for the cost of board and lodging at the actual cost of the provision.
2. Children whose parents are in receipt of some specific support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges. A similar entitlement will apply where the trip takes place outside of school hours but it is necessary as part of the national curriculum or the syllabus for religious education.
3. All deposits will be non-refundable for residential trips.
4. If a Residential trip is cancelled, parental contributions minus the deposit will be refunded.
5. If a visit is postponed and can be re-scheduled, no refunds will be given.
6. If a pupil is unable to attend a visit due to illness / other circumstances, as payments will have been made for transport and costs of visits already, no refunds will be given
7. School subsidies all school visits for pupils (up to 50%).

Music Tuition

1. Where music tuition or singing tuition is not an essential part of the national curriculum charges may be made.
2. The school may charge for the cost of replacing items broken, damaged or lost due to their child's negligence.

Out of school activities

1. There is a charge of £1 for attendance at the breakfast club.
2. Places must be pre-booked on "SchoolMoney" every week. The cost includes a breakfast, and childcare.
3. We will not charge for any after school activities that are not part of the national curriculum unless there is a need for a voluntary contribution to help with resources / other costs.
4. The school will not charge in excess of the actual cost of providing an activity.
5. When calculating the cost of out of school activities, the school will consider:
 - The employment of non-teaching staff – staffing costs
 - Cost of materials / equipment / food
 - The costs of the building and accommodation

Damaged or lost items

1. The school will charge parents for the cost of replacing items that are broken, damaged or lost.

Outcomes

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the LA and that it will meet the requirements of the law.

Monitoring and review

This policy will be reviewed every year or as and when required if changes are required by the Headteacher as delegated by the Governing Body.